



Ministry  
of Defence

**K Nicolson**  
Commercial Manager  
Head Office & Corporate Services

Room 2.1.02  
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Glasgow, G2 8EX

Tel: 0141 224 2800  
Email: ken.nicolson700@mod.gov.uk

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Calder Conferences Ltd  
5 Woodside Court  
Clayton Wood Rise  
Leeds  
LS16 6RF

Your Reference:

Our Reference:  
700000406

Date: 1 October 2018

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Dear Sirs,

**Contract Number 700000406 – The Provision of AV Equipment, Furniture And Catering In Support Of A Defence Hosted Innovation Symposium To Be Held At Imperial College On 3<sup>rd</sup> October 2018 using CCS Framework RM6016 Lot 5**

1. The Authority hereby accepts your Tender dated 28 September 2018 as clarified by the following References:

- A. HOCS Comrcl (Des McMenamin) emails dated 26 September 2018
- B. Calder Conferences (Hannah Baxter) emails dated 26 September 2018
- C. Calder Conferences (Tracey Iley) emails dated 26 September 2018
- D. HOCS Comrcl (Des McMenamin) email dated 27 September 2018
- E. Calder Conferences (Tracey Iley) email dated 27 September 2018
- F. HOCS Comrcl (Des McMenamin) email dated 27 September 2018
- G. Calder Conferences (Francesca Brown) email dated 28 September 2018
- H. Calder Conferences (Tracey Iley) email dated 28 September 2018
- I. Calder Conferences (Francesca Brown) email dated 28 September 2018

2. For your convenience, the Terms and Conditions of the Contract which will result from this acceptance are attached.

3. Payment will be made in accordance with the attached Terms and Conditions. If your company has not already provided its banking details to the Defence Business Services (DBS) Finance Branch, please complete the Form BX177, which is available from the website (<https://www.gov.uk/government/organisations/ministry-of->

defence/about/procurement) (search for DBS Finance payments: nominate a bank form) and forward to DBS Finance, Walker House, Exchange Flags, Liverpool, L2 3YL.

4. Please acknowledge this by completing sections B and C in the table overleaf, signing both copies of this letter at section B and returning one to the address above.

Yours sincerely,

K Nicolson  
Commercial Manager

**Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.**

**Offer and Acceptance****Section A) Acceptance**

Acceptance of Tender 700000406 constitutes acceptance by the Authority of your company's tender dated 28 September 2018 for the supply of the Deliverables.

Signed by:

Name (Block Capitals): K NICOLSON

Position: Commercial Manager

For and on behalf of the Authority

Authorised Signatory .....

Date<sup>1</sup>: 1 October 2018

**Section B) Confirmation of Receipt**

I acknowledge receipt of the Authority's Contract letter no. 700000406.

Signed by:

Name (Block Capitals):

Position:

For and on behalf of

Authorised Signatory .....

Date:

**Section C) Tier 1 Sub-Contractor data:<sup>2</sup>**

Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ... Yes / No
Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ... Yes / No
Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ... Yes / No
Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ... Yes / No
Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ... Yes / No

<sup>1</sup> The date of unqualified acceptance by signature is the effective date of the Contract

<sup>2</sup> The MOD is required to report to the Government any spend with Small and Medium-sized Enterprises (SMEs) including sub-contractors (Tier 1). SMEs are defined by the EU on [http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm)

**Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.**

Defence Innovation/Symposium SOR/18/08

25 September 2018

**HOSTING OF DEFENCE INNOVATION SYMPOSIUM 2018 – STATEMENT OF REQUIREMENT**

**1. Introduction**

1.1 The Defence Innovation Unit (DIU) will organise the annual Defence Innovation Symposium on 3 October 2018 at Imperial College Translation & Innovation Hub, White City Campus, London. The venue has been provided free of charge to the DIU. Defence Commercial assistance is now required to secure the services of suppliers (furniture, Audio Visual (AV) equipment, including staging, and catering) needed to deliver the event for 120 leaders and practitioners from across the Defence Innovation Ecosystem.

**2. Timing**

2.1 **Urgent** – Contractual aspects are required to be concluded by 28 September 2018 to provide sufficient time for the suppliers to plan their deliveries.

**3. Background**

3.1 The Symposium will be a full day event 0900 – 1630 on 3 October 2018. Due to the nature and length of the event we will need to provide refreshments and lunch to ensure the flow of the day is not disrupted.

3.2 Imperial College has offered the entire space on the 10<sup>th</sup> floor, however, this 1110m<sup>2</sup> space has no furniture and the building has no catering facility. The advantage is to layout the room as required.

**4. Requirement**

Detailed requirements are at Annex A. The venue is available for set-up 0830-1700 on 2 October 2018.

Schedule 2

**Annex A to Defence Innovation/Symposium/18/08 - SOR**

**Detailed Requirements**

	<b>Furniture</b>	<b>Audio Visual Equipment including staging</b>	<b>Catering</b>	<b>Other items</b>
1.	35 x Exhibition Panel (inc feet) 2.1mx1m Navy	1 x Screen	120 x Cold Fork Buffet Lunch including soft drinks and Mineral water	4 x Flip Chart Pad Easel A1
2.	15 x Banquet Table Round 5ft	1 x Super Bright Projector	Registration Tea Coffee and Biscuits	120 x Delegate Name Badge
3.	5 x 4' Tables	4 x 55" Plasma Screen	Mid-Morning Tea Coffee and Biscuits	
4.	22 x Rectangular Table 6'x30"	1 x PA System	Afternoon Tea Coffee and Biscuits	
5.	20 x White Table Cloth (SL) 70x144	2 x Roving Microphone	15 x Cabaret set-up to include glasses, Mineral water, Juice and bowl of mints	
6.	15 x White Table Cloth (SL) 120"	2 x Lapel Microphone	All Equipment including crockery and cutlery	
7.	255 x Conference Chair Blue	1 x Lectern Microphone	Drinking Water for Tea and Coffee	
8.	6 x Contemporary White Sofa	4 x HP EliteBook Laptop (Display Port) to Plasma Screen cable 1 x Distribution Amp	Delivery, Service and Collection	
9.	2 x Coffee Table	1 x Audio Visual Technician		
10.	2 x Coat Rail and Hangers			
11.	1 x Delivery, Installation and Collection	1 x Stage 6m x 2m		
12.		1 x Branded Set		
13.		4 x LCD Uplighters		
14.		1 x Branded Lectern		
15.		5 x Extra Long Extension Lead and 13A Power Distribution strip		
16.		1 x Rigger		

### Schedule 3

The following MOD DEFCONs and DEFFORMs form part of this Call Off Contract:

#### DEFCONs

DEFCON No	Version	Description
DEFCON 522	11/17	Payment and Recovery of Sums Due
DEFCON 532B	05/18	Protection of Personal Data

#### Payment and Recovery of Sums Due

1.1. Payment for Contractor Deliverables under the Contract shall be made via the Contracting, Purchasing & Finance (CP&F) electronic procurement tool.

1.2. The Authority shall pay all valid and undisputed claims for payment submitted by the Contractor to DBS Finance on or before the day which is thirty (30) days after the later of:

- (1) the day upon which a valid request for approval of payment is received by the Authority; and
- (2) the day of completion of the part of the Contract to which the request for approval of payment relates,

1.3. The approval for payment of a valid and undisputed invoice by the Authority shall not be construed as acceptance by the Authority of the performance of the Contractor's obligations nor as a waiver of its rights and remedies under this Contract.

1.4. Without prejudice to any other right or remedy, the Authority reserves the right to set off any amount owing at any time from the Contractor to the Authority against any amount payable by the Authority to the Contractor under the Contract or under any other contract with the Authority, or with any other Government Department.

#### Period of Contract

2. The period of contract is from 2 October 2018 to 3 October 2018.

**Appendix - Addresses and Other Information**

**1. Commercial Officer**  
Name: Des McMenamin

Address: Def Comrcl-CC-HOCS1b1a, Rm 2.1.02, Level 2, Kentigern House, 65 Brown Street, Glasgow, G2 8EX.

Email: des.mcmenamin465@mod.gov.uk

☎ 01412242528

**2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)**  
Name: Emran Husain

Address: Defence Innovation Coord, Level G, Zone i, Defence Innovation Unit, MOD Main Building, Horse Guards Avenue, Whitehall, London, SW1A 2HB.

Email: emran.husain961@mod.gov.uk

☎ 0306-7885222

**3. Packaging Design Authority**  
Organisation & point of contact:  
As Box 2

(Where no address is shown please contact the Project Team in Box 2)



**4. (a) Supply / Support Management Branch or Order Manager:**  
Branch/Name:



(b) U.I.N. D1469B

**5. Drawings/Specifications are available from**

**6. Intentionally Blank**

**7. Quality Assurance Representative:**

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

**AQAPS and DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

**8. Public Accounting Authority**

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5394

**9. Consignment Instructions**

The items are to be consigned as follows:

**10. Transport.** The appropriate Ministry of Defence Transport Offices are:

**A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

**B. JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

[www.freightcollection.com](http://www.freightcollection.com)

**11. The Invoice Paying Authority**

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

**Website is:**

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

**12. Forms and Documentation are available through\*:**

Ministry of Defence, Forms and Pubs Commodity Management

PO Box 2, Building C16, C Site

Lower Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

**Applications via fax or email:** [DESLCSLS-OpFormsandPubs@mod.uk](mailto:DESLCSLS-OpFormsandPubs@mod.uk)

**\* NOTE**

1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.

